



## TOURISM & CONVENTION DIRECTOR

Job Code: 1028

EEO Class Code: Para-Professional

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: 0016

### NATURE OF WORK

This is highly responsible administrative work in the coordination and enhancement of the visitor and tourist relations and convention experience with the City of Miami Beach.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Supervises the general maintenance of courts including clay and composition
- Assists or coaches, when requested, high school and city sponsored tennis teams
- Assists in the purchase of necessary equipment for the maintenance of the tennis courts, locker rooms, and grounds facilities
- Supervises duties of all tennis center personnel
- Keeps required records
- Assists in planning yearly budget for tennis center expenses
- Promotes a program of tournaments, matches, and exhibitions
- Effects and maintains good public relations
- Offers services such as clinics, exhibitions, and work-shops
- Teaches group lessons as scheduled by the division
- Provides regular continuing opportunities for professional tennis instruction that will assure maximum use of the courts
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of City and departmental rules, regulations, procedures, functions, operations, and policies
- Thorough knowledge of the goals and plans of the City Management, Mayor, and Commission
- Ability to express ideas and information effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with City officials, employees, and the general public
- Knowledge of public relations principles and practices
- Ability to plan, organize, and implement several projects simultaneously
- Ability to handle all citizen/tourist complaints and/or suggestions in a professional and courteous manner

### MINIMUM REQUIREMENTS

- Bachelor's degree in Business/Public Administration or a related field from an accredited college or university
- Three (3) years' full-time experience handling special events/special projects
- Experience can substitute for education on a year-for-year basis

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving climbing, carrying, bending, kneeling, crawling, reaching handling, sitting standing, pushing, and pulling

## SUPERVISION RECEIVED

- General supervision is received largely through conferences with the Assistant City Manager
- Work is conducted with considerable independence and reviewed for effectiveness through appraisal of public response, and is subject to review for achieving departmental objectives and standards

## SUPERVISION EXERCISED

- Directs the work of administrative and secretarial support personnel